

## NOTES FROM THE DIRECTOR

### Forward Trainings

We had great participation throughout the state during last week's DRC Forward Trainings. Tahira and Jennie from DPI attended each day, and will incorporate participants' feedback as much as possible prior to the window opening on March 28. I was fortunate to attend the Monona Terrace training on Friday and meet many DACs and DTCs. Your thoughtful questions were much appreciated. Thanks as well to DRC for providing everyone with this important information needed for getting everything rolling. We will have the training PowerPoints and a recorded version of the training posted on our website no later than 2/12.

### WISEdash Data Release Update

A number of 2014-15 assessment dashboards - including Badger, ACT Statewide, and student profiles - have been updated in WISEdash for Districts. The updates are in accordance with the standard practice of reporting combined assessment results (i.e., general and alternate assessment data) in order to provide a more complete picture of proficiency within schools and districts.

These updates, as of 2/2/16, reflect the following changes:

1. **Badger** dashboards now include DLM results. Users may filter by assessment, but the default is combined.
  - *Impact:*
    - Proficiency rates may have changed based on the inclusion of DLM records and business rules put in place to combine Badger with DLM records.
2. **ACT Statewide** dashboards have two changes:
  - a. DLM results are now included on the *ACT Statewide - DPI Benchmarks* dashboard. Users may filter by assessment but the default is combined.
  - b. Proficiency calculations are based on the full population of students in the 11th grade, rather than just students who took the ACT. This includes updates based on the ACT participation survey.
  - *Impacts:*
    - Proficiency rates will be impacted by the inclusion of DLM records and non-tested students, as well as business rules put in place to combine ACT with DLM records.
    - Users will be able to determine non-participation rates for the 11th grade.

Note that no changes have been made to Aspire dashboards. If you would like to explore the DLM data for 9th and 10th grade students, you can use the student search function and drill to the Student Profile to see DLM records for these students.

Should you require any assistance or have questions about these WISEdash assessment dashboards, please refer to DPI's [WISEdash webpage to start a help ticket](#).

~Troy

Troy Couillard, Director - Office of Student Assessment

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# **WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE**

## **FORWARD EXAM**

- **New Documents are now available on the Forward Exam webpage!**
  - The following documents are now available online:
    - [eDirect User Guide - User Management](#)
    - [District and School Assessment Coordinator Guide](#)
    - [Accessibility Guide](#)
    - [Technology User Guide](#)
    - [Test Security Manual](#)
- **Forward Exam Trainings**
  - The training PowerPoints and a recorded version of the trainings from last week will be posted on our website by February 12.
- **Reminder: E-Direct Login Email**
  - Emails for access to eDIRECT, the interface for the administrative functions of the DRC INSIGHT Online Learning System, were sent to all DACs on January 26. If you did not receive an email, please email [Tahira Chaudary](#).

## **ACT HIGH SCHOOL ASSESSMENTS**

### **ACT & WorkKeys**

- **REMINDER - ACT-Approved Accommodations Late Consideration Requests:**
  - The Window for ACT to receive ACT-Approved Accommodations Late Consideration Forms closes on February 10, 2016. The form is available [here](#).
  - The Late Consideration requests are applicable only to examinees:
    - 1) Who are newly enrolled at the school or newly classified as an eligible grade level.
    - 2) Who have a newly identified disability.
    - 3) With previously approved ACT-approved accommodations who have moved to a different school than the school who submitted the request and received the approval.
    - 4) With medical emergencies or sudden onset of a medical condition.
- **Ordering Non-College Reportable Accommodations:** The window for ordering **Non-College Reportable Accommodations** test materials is now open, and closes on **February 11**.
  - The Non-College Reportable Accommodation Notification, located on the [DPI ACT Accommodations and Supports web page](#), should be signed by parents of students who will be taking the ACT and WorkKeys with Non-College Reportable accommodations.
    - Test scores achieved with non-college reportable accommodations are used **only** for state or district purposes. They will **not** be reported to colleges.
  - An email regarding ordering these test materials was sent by ACT on 2/1/16 to all DACs and ACT Test Coordinators from [Statetesting@act.org](mailto:Statetesting@act.org). Accommodation Matrices, and additional DPI guidance documents are available on the [DPI ACT Accommodations and Supports webpage](#).

## ACT Aspire

- **New ACT ASPIRE AVOCET Webpage:** As we have requested of ACT ASPIRE, a Wisconsin-specific AVOCET webpage <http://avocet.pearson.com/WisconsinACTAspire/Home> has been launched where manuals specific to the Spring ASPIRE assessment are housed to avoid any confusion with the periodical assessment. This will be very useful to access the manuals, trainings, and technology information for the Spring testing.
- The **Calendar of Training Events** can be found at the [ASPIRE vendor webpage on the Training and Manuals tab](#). ACT Aspire hosts regularly occurring webinars for districts and schools, covering a variety of topics. Sessions for the spring begin this week, and are available for registration now. Recorded ASPIRE training modules are also available at the [DPI ACT Training webpage](#).
- **REMINDER - Test Administration Training:**
  - An ACT Aspire Test Administration online Q&A Training Session was conducted by ACT ASPIRE today (2/3), and the next session will be conducted on February 10 at 10am.

## ACCESS for ELLs

- **REMINDER: ACCESS for ELLs Test Window Extension**
  - The test window will remain open until **Friday, February 19**
  - The last day to return materials to DRC is **Friday, February 19**
  - Additional materials can be ordered through **Friday, February 12**
  - All test materials must be *received* by DRC by **Tuesday, February 23rd**
    - Complete testing and return test materials as soon as possible, but no later than end-of-day Friday 2/19.

## DYNAMIC LEARNING MAPS (DLM)

- **REMINDER - Completion of Required Training:** In order for a test administrator to receive credit for their training, they must follow the instructions listed on the 'Congratulations' pop-up window and *open* the provided certificate. Test administrators who do not open their certificate will not be provided test tickets. Test administrators can log into Moodle and access certificates at anytime, thus completing their requirement.
- **REMINDER - Data Lockdown Update:** In an effort to prevent possible invalidations and misadministrations, DLM is implementing a lockdown of all Educator Portal data except student PNPs and FCS. This lockdown window will begin March 14 through the end of the test window on May 20. All data should be checked and validated by both the District Assessment Coordinator and the Test Administrator prior to this time. Should data corrections be necessary *during* the window, all requests must be made by the District Assessment Coordinator through the DLM Helpdesk. Further information about this process will be forthcoming.
- **REMINDER - Data Management Helpful Hints:** Remember, be sure to use the [DATA STEWARD MANUAL](#) for all uploads and data corrections

- **Uploading Student Enrollments**
  - Only new students to DLM can be manually entered; all students who took the assessment last year must be uploaded into the Portal through the Enrollment Template. Be sure to download this year's version of the template from the [DLM Webpage](#). DPI has created a [Data Translation Guide](#) to help you with this process and is also available on the [DLM Webpage](#).
- **Uploading Rosters:** Rosters can be created either manually or through the Roster Upload Template, also available on the [DLM Webpage](#).
  - Students in grades 3-11 should be included on rosters for 'ELA' and 'M'
  - Students in grades 4 and 8-11 should be included on rosters for 'SCI'
  - Students in grades 4, 8 and 10 should be included on rosters for 'SS'

## **PALS**

- The optional PALS mid-year screening window will remain open until Friday, February 19, 2016. The score entry window will also remain open until February 19.
- **REMINDER:** Refer to the [Assessment of Reading Readiness, 2016-17 School Year](#) guidance document prepared by DPI regarding the new requirements for assessing students for reading readiness for the 2016-17 school year.

## **NAEP (selected schools only)**

- **REMINDER:** If you have any questions about a school's assessment, contact your NAEP Field Staff Representative (click on the "contact us" link at the top of your MyNAEP page [www.mynaep.com](http://www.mynaep.com)) or [angela.dugas@dpi.wi.gov](mailto:angela.dugas@dpi.wi.gov).
- **REMINDER:** A few schools still need to complete some of the *Prepare for Assessment* tasks on MyNAEP. Field Staff Representatives are in touch with schools about what still needs to be completed. Districts can review schools' progress by visiting MyNAEP and opening the *Prepare for Assessment* link; tasks that are completed have checkmarks.

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## **DAC DIGEST DIGESTIBLES** (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
<b>February</b>	January 18 - February 24: Window for test coordinator to prepare for testing by: <ul style="list-style-type: none"> <li>● Reviewing the status of all examinees' ACT-approved accommodations requests in TAA</li> <li>● Running an advanced search in TAA to create a preliminary roster of examinees</li> </ul>	ACT
	1 - 29: NAEP testing continues (window is Jan. 25 - Mar. 4)	NAEP
	10 at 10:00am: ACT Aspire Test Administration Online Q&A Session	ACT Aspire
	10: ACT-Approved Accommodations Late Consideration Request <a href="#">forms</a> due	ACT
	<b>11: Deadline to order ACT Non-College Reportable Accommodations</b>	<b>ACT</b>
	12: Last day to order additional ACCESS materials (Changed from 1/29)	ACCESS

	12: DPI creates rosters for the ACT Aspire (grade 9 and 10) and the Forward Exam (grades 3-8 and 10) - Ensure that WSLs enrollment information is current and up to date	Forward, Aspire
	17: Tea with Troy 3:00 - 4:00	General
	19: PALS mid-year screening and score entry window closes	PALS
	19: DLM Data uploads and validation due	DLM
	19: ACCESS Test Window Closes (Changed from 2/5)	ACCESS
	19: Last day to ship ACCESS materials to DRC (Changed from 2/12)	ACCESS
	26 - March 18: Window to confirm 9th and 10th grade student data files in the ACT Aspire Portal.	ACT ASPIRE
	26 - March 18: Window to enter all accommodations into Personal Needs Profiles (PNP) in the ACT Aspire Portal.	ACT ASPIRE
<b>March</b>	1: ACT Plus Writing Assessment (Grade 11)	ACT
	1 - 4: NAEP Testing (window is Jan. 25 - Mar. 4)	NAEP
	1 - 15: ACT Plus Writing assessment window for students with accommodations (Grade 11)	ACT
	2: ACT WorkKeys Assessment (Grade 11)	WorkKeys
	2 - 16 ACT WorkKeys assessment window for students with accommodations (Grade 11)	WorkKeys
	7: DPI creates rosters for the ACT and WorkKeys Exams (grade 11) - Ensure that WSLs enrollment information is current and up to date	ACT/WorkKeys
	14 - May 20: DLM Data Lockdown	DLM
	14 - 22: ACCESS for ELLs Demographic Data Validation Window	ACCESS
	15: ACT Plus Writing Make Up Day (Grade 11)	ACT
	16: ACT WorkKeys Make Up Day (Grade 11)	WorkKeys
	18: Deadline to order paper-based tests. Only students who require Large Print, Braille, or American Sign Language are eligible to test with paper tests. Students must have a completed PNP and be placed into paper-based test sessions.	ACT ASPIRE
	28 - May 20: Forward Exam window – ELA, and Mathematics Grades 3-8, Science Grades 4 and 8, and Social Studies Grades 4, 8, and 10	Forward
	28 - May 20: DLM Exam window – ELA, and Mathematics Grades 3-11, Science Grades 4 and 8-11 and Social Studies Grades 4, 8, and 10	DLM

<b>Important Tasks to Remember</b>		
<input type="checkbox"/>	Pack completed test materials and return to DRC. Consolidate shipments if possible.	ACCESS
<input type="checkbox"/>	Note ACT & WorkKeys 2017 administration dates and communicate to relevant team members	ACT/WorkKeys
<input type="checkbox"/>	Review ACT Aspire Portal users to ensure information is accurate and up-to-date	Aspire
<input type="checkbox"/>	Register for ACT Aspire Online Q&A Session	ACT/ACT Aspire
<input type="checkbox"/>	Activate DLM user accounts in Educator Portal at least one week prior to needing access to required Test Administration training on Moodle	DLM
<input type="checkbox"/>	Tech coordinators can access and download KITE Client; all testing devices must be updated for spring 2016	DLM
<input type="checkbox"/>	Review <a href="#">DLM Science Test information</a>	DLM

<input type="checkbox"/>	Review <a href="#">Important Updates Regarding DLM's KITE Educator Portal and Individual Student Score Reports</a>	DLM
<input type="checkbox"/>	Upload Student Enrollments and Rosters using new templates available on the <a href="#">DLM Website</a>	DLM
<input type="checkbox"/>	Review Education Portal data prior to March 14 lockdown	DLM
<input type="checkbox"/>	Check out our <a href="#">Wisconsin Forward Exam Technology Requirements webpage</a> for system requirement information, a DTC checklist, and tech overview	Forward
<input type="checkbox"/>	Check out the Forward Exam <a href="#">Testing Times</a> guidelines, <a href="#">Calendar</a> , and <a href="#">Blueprints</a>	Forward
<input type="checkbox"/>	Download the PALS-K and PALS 1-3 mid-year assessments (Form C) and PreK mid-year forms from the Materials tab of the PALS Online Score Entry and Reporting System	PALS
<input type="checkbox"/>	Review <a href="#">2016-2017 Reading Readiness guidance from DPI</a>	PALS
<input type="checkbox"/>	Ensure that WSLS enrollment information is current and up to date according to assessments and dates listed above.	General
<input type="checkbox"/>	Review WISEdash for Districts updates	General

NEW: Website Update Highlights*		
Webpage	Contains	Assessment
<a href="#">Wisconsin-specific AVOCET</a>	Manuals, trainings, and technology information for the Spring testing	Aspire
<a href="#">Calendar of Training Events</a>	Regularly occurring webinars for districts and schools, covering a variety of topics	Aspire
<a href="#">eDirect User Guide - User Management</a>	Discusses eDirect, DRC's INSIGHT Online Learning System	Forward
<a href="#">District and School Assessment Coordinator Guide</a>	Administration guide for DACs/SACs	Forward
<a href="#">Accessibility Guide</a>	Provides information for school teams regarding Forward Exam accessibility	Forward
<a href="#">Technology User Guide</a>	Describes configuration, installation, management, and troubleshooting of DRC Insight	Forward
<a href="#">Test Security Manual</a>	Outlines general test security policies	General

*\*As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with high relevance to our upcoming test windows.*